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Introduction to the Wisconsin Election Data Collection System



The Wisconsin Election Data Collection System (WEDCS) is an online database where municipal clerks enter their GAB-190 information. The GAB-190 is an election statistics reporting form that each clerk must complete following each election. It is available in paper form on the Government Accountability Board's (GAB) website but has to be entered electronically into the WEDCS so the GAB can access the data. The GAB-190 ask clerks to gather statutorily required post election data, including number of absentee ballots issued and number of registered voters. This information needs to be entered into the WEDCS within 30 days following each election.

Key Terms

Reporting Unit: Following each election, municipal clerks report the results of the election to their county clerk. These results need to be reported by a specific ward or group of wards. The ward or combination of wards by which clerks report their election results to the county are called reporting units. Some municipalities' reporting unit is the entire municipality. Some municipalities have multiple reporting units made up of different combinations of wards. All municipalities with a population of over 35,000 have one reporting unit for each ward.

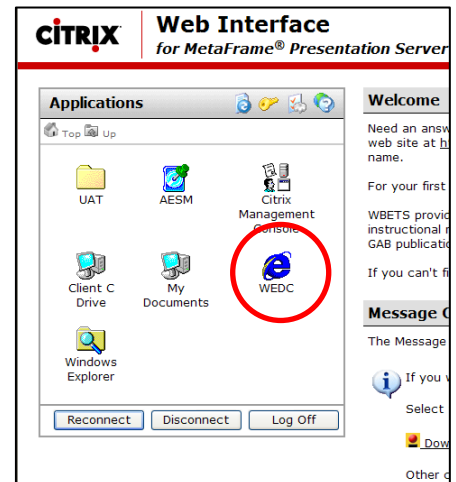
Reporting units may change from election to election depending on what races are on the ballot. Your county clerk may be able to assist you in determining your municipality's reporting unit(s).

Using the Wisconsin Election Data Collection System (WEDCS)

Entering Data:

To enter data into the WEDCS:

1. Log in to **WEDCS**. You will log into the Citrix Web Interface screen, just as if you were logging into **SVRS**, but then you will click the **WEDC** icon.



2. Select the appropriate election from the menu.
3. Click on the appropriate reporting unit.

Government Accountability Board - WEDC
Welcome - Katie Mueller

Wisconsin Election Data Collection > GAB-190 2009 Spring Election

Reporting Units - 3 of 3589 Completed

HINDI	County	ReportingUnit	FormStatus	LastUpd
01201	ADAMS COUNTY	CITY OF ADAMS Wards 1 - 5	In Process	4/17/20
01291	ADAMS COUNTY	CITY OF WISCONSIN DELLS Ward 5	Not Complete	
01002	ADAMS COUNTY	TOWN OF ADAMS Wards 1 & 2	Not Complete	
01004	ADAMS COUNTY	TOWN OF BIG FLATS Ward 1	Not Complete	
01006	ADAMS COUNTY	TOWN OF COLBURN Ward 1	Not Complete	
01008	ADAMS COUNTY	TOWN OF DELL PRAIRIE Wards 1 & 2	Not Complete	
01010	ADAMS COUNTY	TOWN OF EASTON Wards 1 & 2	Not Complete	
01012	ADAMS COUNTY	TOWN OF JACKSON Ward 1	Not Complete	
01014	ADAMS COUNTY	TOWN OF LEOLA Ward 1	Not Complete	
01016	ADAMS COUNTY	TOWN OF LINCOLN Ward 1	Not Complete	
01018	ADAMS COUNTY	TOWN OF MONROE Ward 1	In Process	7/8/20
01020	ADAMS COUNTY	TOWN OF NEW CHESTER Wards 1 & 2	Not Complete	
01022	ADAMS COUNTY	TOWN OF NEW HAVEN Ward 1	Not Complete	

4. Click in the entry box for question number one.

5. Enter the appropriate response.

6. Use the **TAB** or **ENTER** key to move to the next box.

7. Continue to enter correct responses.

Save Cancel Print Save and Submit

ADAMS COUNTY CITY OF WISCONSIN DELLS Ward 5

2009 Spring Election

1) Total Ballots Cast. How many Ballots were cast? (?)

2) Total Electors. How many electors voted in the Election? (?)

3) Are There More Ballots Than Electors? (?)

1

1

☐ Yes ☒ No

8. After all data is entered, click that **Save and Submit** button.



*Note: if you click **Save and Submit** without all of the required fields filled, you will receive an **Input Required** message under the field with missing information. You will need to complete all required fields before you can **Save and Submit** data. For directions on saving an incomplete form, see the next page.*

tion
ection

Save Cancel Print **Save and Submit**

ADAMS COUNTY CITY OF WIS

9. A message will appear in the header of the main page indicating that you have successfully completed that reporting unit. The **FormStatus** will change to **"Complete"** and the **Reporting Unit** will turn **green**.

Wisconsin Election Data Collection > GAB-190 2009 Spring Election

Reporting Units - 4 of 3589 Completed

You have Successfully Completed ADAMS COUNTY CITY OF WISCONSIN DELLS Ward 5

HINDI	County	ReportingUnit	FormStatus	LastUpdateDateTime	Report
01201	ADAMS COUNTY	CITY OF ADAMS Wards 1 - 5	In Process	4/17/2009 11:27:54 AM	14825
01291	ADAMS COUNTY	CITY OF WISCONSIN DELLS Ward 5	Complete	7/24/2009 2:26:19 PM	14826
01002	ADAMS COUNTY	TOWN OF ADAMS Wards 1 & 2	Not Complete		14807



*Note: Each **Reporting Unit** must be marked as **"Complete"** and green within 30 days following each election. You can edit a reporting unit even after you have marked it as **"Complete."** After making changes, you must select **"Save and Submit"** again.*

Assistance with Answering Questions and Data Validation:

If you enter an alpha response in a data entry field, you will receive an **"Invalid"** message.

Click on the (?) icon to view additional information about each question. You can also hover your mouse over the (?) icon to read the same information.

stability Board - WEDC

Save Cancel Print Save and Submit

ADAMS COUNTY TOWN OF BIG FLATS Ward 1

2009 Spring Election

1) Total Ballots Cast. How many Ballots were cast? (?) 92

2) Total Electors. How many electors voted in the Election? (?) NONE Invalid

3) Are There More Ballots Than Electors? (?) Yes No

If YES, how many more? ? If the number of ballots counted is greater than the last voter number you gave out, answer YES. Subtract Line 2 from Line 1 and indicate that number below.

4) Absentee Electors. How many Ballots, excluding Military and Overseas, were: (?)

a) Issued? ? Input Required

Saving unfinished work:

1. Follow Steps 1-7 in the Entering Data section above. .
2. If not all of the data can be entered, Click on the **Save** button.
3. The reporting unit will be labeled as **In Process**.

01014	ADAMS COUNTY	TOWN OF LEOLA Ward 1	Not Complete		14813
01016	ADAMS COUNTY	TOWN OF LINCOLN Ward 1	Not Complete		14814
01018	ADAMS COUNTY	TOWN OF MONROE Ward 1	In Process	7/8/2009 3:00:49 PM	14815
01020	ADAMS COUNTY	TOWN OF NEW CHESTER Wards 1 & 2	Not Complete		14816
01022	ADAMS COUNTY	TOWN OF NEW HAVEN Ward 1	Not Complete		14817

4. When you have obtained missing information, click on the same reporting unit to complete data entry.
5. Once all of the data has been entered, click on the **Save and Submit** button.



*Note: Each reporting unit must be marked as “**Complete**” in order for the Government Accountability Board to accept the data. You must complete data entry for every field and use the **Save and Submit** process described above.*

The Reports Function in WEDCS



Each municipal clerk needs to keep a copy of each GAB-190 for 22 months following each federal election and 90 days following non federal elections. The GAB-190 can be in paper or electronic form. WEDCS can be used to print a paper GAB-190, or export it to an electronic file.

Using Reports from the Menu:

1. Log in the **WEDCS**.
2. Click on **Reports** from the Menu.
3. Select the desired election in the **Select Election** drop down list.
4. Select the desired **Reporting Unit** in the **Please Select Reporting Unit** drop down list.
5. Click **View Report**. You may need to scroll to the right in order to see the View Report button.
6. Click the **Printer** icon, which is located on the right side of the tool bar. A dialog box will appear.



7. Select the desired printer from the drop down box.

8. Click **OK**

Wisconsin Election Data Collection > Reports

Select Election: GAB-190 2009 Spring Election | Please Select Reporting Unit: ADAMS COUNTY CITY OF WISCONSIN DELLS Ward 5 | View Report

100% | Find | Next | Select a format | Export

Wisconsin Election Data Collection
GAB-190 2009 Spring Election

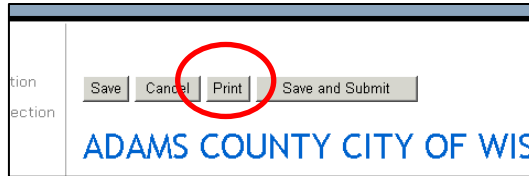
ADAMS COUNTY CITY OF WISCONSIN DELLS Ward 5

1) Total Ballots Cast. How many Ballots were cast?	0
2) Total Electors. How many electors voted in the Election?	0
3) Are There More Ballots Than Electors?	No
If YES, how many more?	0
4) Absentee Electors. How many Ballots, excluding Military and Overseas, were...	

9. The report will print.

Printing a Report from within the Reporting Unit Form

1. Log in to **WEDCS**.
2. Click the appropriate election.
3. Select the appropriate reporting unit.



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ection

Save Cancel **Print** Save and Submit

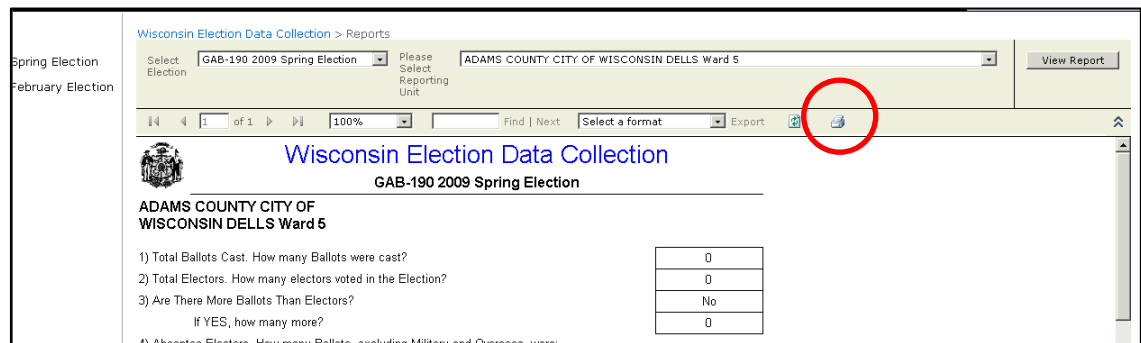
ADAMS COUNTY CITY OF WIS

4. Click the **Print** button. A dialog box will appear

5. Select the desired printer from the drop down box

6. Click OK

7. The report will print.



Wisconsin Election Data Collection > Reports

Spring Election
February Election

Select Election: GAB-190 2009 Spring Election Please Select Reporting Unit: ADAMS COUNTY CITY OF WISCONSIN DELLS Ward 5 View Report

1 of 1 100% Find | Next Select a format Export

Wisconsin Election Data Collection

GAB-190 2009 Spring Election

ADAMS COUNTY CITY OF WISCONSIN DELLS Ward 5

1) Total Ballots Cast. How many Ballots were cast?	0
2) Total Electors. How many electors voted in the Election?	0
3) Are There More Ballots Than Electors?	No
If YES, how many more?	0
4) Absentee Electors. How many Ballots - excluding Military and Overseas - were	



*Note: When selecting the **Print** button from within the reporting unit form, the system saves the data entered. However, it does not give the form a **Complete** status. The user needs to go back into the reporting unit form and select the **Save and Submit** button separately.*

Exporting a Report



Exporting a report gives you an electronic copy of the report that you can print if you wish. When you export a report, the system will save the V:\ or Z:\My Documents\ information that you entered. The next report you export from WEDCS will be sent directly to your C drive or to the My Documents folder, depending on the information you previously entered. .

Exporting directly to the C: drive

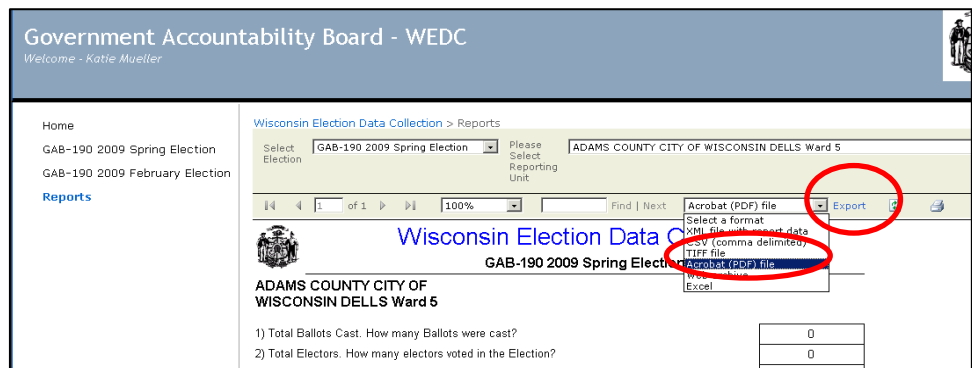


This will export the file directly to your **C: drive**, meaning you will not have to log into the **Citrix Metaframe** page and move the file from the **My Documents** to the **Client C: Drive** folder. This may not work if do not have rights to save files to your **C: drive**. In some networks, your hard drive is not called the **C: drive**, it is called the **H: drive** or another letter. In that case, you can try using "**H:**" instead, or another letter as appropriate. If you are unable to use the path **V:** for SVRS reports, you will not be able to use it for WEDCS reports. Please follow the directions for exporting to the **Citrix My Documents** folder if you are unable to export directly to the **C: drive**.

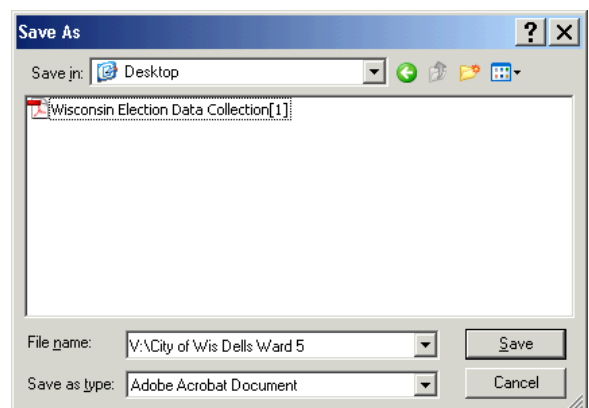
1. Log in to **WEDCS**.
2. Click **Reports**.
3. Select the desired election in the **Select Election** drop down list.
4. Select the desired **Reporting Unit** from the **Please Select Reporting Unit** drop down list.



5. Click **View Report**.
6. Select the format for the report (Excel, PDF, etc.) from the **Select a format** drop down list located on the tool bar.
7. Click the word **Export**. A new window will appear.



8. Click **Save**. A new window will appear.
9. Enter **V:** and then an appropriate file name in the **File Name** field.
10. Click **Save**. A new window will appear.
11. Click **Close**.
12. The file is now located on your computer's **C: drive**. To retrieve the file, open your C: drive.



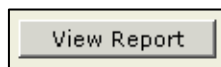
Exporting a Report to the Citrix My Documents Folder

1. Log in to **WEDCS**.
2. Click **Reports**.
3. Select the desired election in the **Select Election** drop down list.



4. Select the desired **Reporting Unit** from the **Please Select Reporting Unit** drop down list.

5. Click **View Report**.



6. Select the format for the report (Excel, PDF, etc.) from the **Select a format** drop down list located on the tool bar.

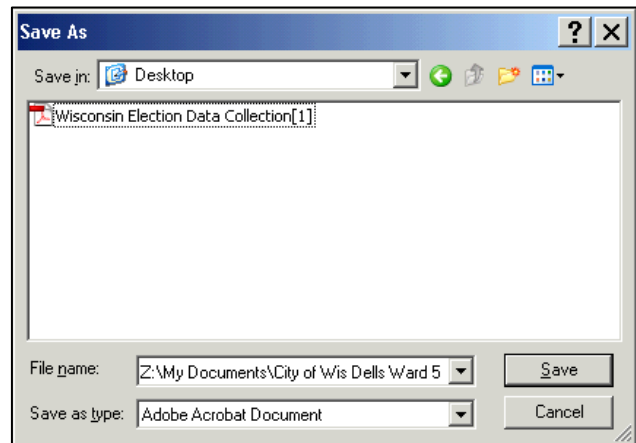
7. Click the word **Export**. A new window will appear.

8. Click **Save**. A new window will appear.

9. Enter **Z:\My Documents** and then an appropriate file name in the **File name** field.

10. Click **Save**. A new window will appear.

11. Click **Close**.



12. The file is now in the **My Documents** folder on the Citrix log in page. Move it to your C drive as you would a poll book or other SVRS report. See the [Poll Books](#) or [Reports](#) chapters for additional instructions on how to retrieve an exported file. .

